

U. S. Environmental Protection Agency
Employee's State Tax Instructions for Payroll

Instructions

This form is to be completed upon entry on duty or a change of legal residence to a different State of jurisdiction only when an official tax form has not been published.

In every case where the State or jurisdiction in which an employee resides has published an official tax form, that form must be completed by the employee together with the Federal Income Tax Form W-4. If no State tax form is filed, Payroll will assume the employee's residence to be the same State or jurisdiction as his or her official duty station (place of work) and will deduct applicable tax on that basis.

If a State or jurisdiction requires deduction of income tax for all persons employed within its borders, those requirements will overrule any contrary instructions by the employee.

PLACE AN "X" IN THE APPLICABLE BLOCK:

RESIDENCE IN JURISDICTION REQUIRING INCOME TAX

☐ This is to certify that I am a legal resident of _____.
I request that the Payroll Office deduct income tax from my salary or wages in accordance with applicable laws. The State or jurisdiction has not published an official tax form of its own.

RESIDENCE IN JURISDICTION WITHOUT INCOME TAX

☐ This is to certify that I am a legal resident of _____.
I request that no income tax be deducted from my salary or wages since the laws of that jurisdiction do not currently provide for such tax.

Signature

Date

Social Security Number